



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMKO-AB-PWH

18 August 2006

COMMAND POLICY #2-6

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment and Duties of Area and Building Coordinators

1. Reference AR 210-50, Housing Management, 3 Oct 05.
2. PURPOSE: To establish policy, responsibilities, and procedures for the housing coordinator program.
3. APPLICABILITY: This policy memorandum applies to all occupants of Government-controlled family quarters in Hannam Village, Krzyzowski Hills (Itaewon Acres), Loring Village (Blackhawk Village), Koelsch Grove (Eagle Grove) and Burke Towers.
4. GENERAL:
 - a. Maintaining high standards of discipline, cleanliness, and sanitation in family housing areas is the primary responsibility of the Commander, Area II Support Activity. To obtain these high standards, the housing chain of command is established as follows: Chief, Family Housing; Area Coordinator (AC); Building Coordinator (BC); and sponsor.
 - b. All coordinators will be appointed on orders.
 - c. Area and Building Coordinators will be appointed by the Director of Public Works (DPW) for a minimum of one year. After the one-year period, incumbents will retain their assignment unless a more senior person is available. Assignments are not based solely on seniority. Consideration will also be given to location, type of duties, and family member composition.
 - d. Appointments will remain in effect until a replacement coordinator is appointed on orders. To ensure that new coordinators are appointed in a timely manner, it is the coordinator's responsibility to notify the Housing Division within 60 days of the date of departure/clearing quarters.
 - e. Requests for relief from assignment as a coordinator will be submitted to the DPW through the Chief of Housing.

f. The Commander, Area II Support Activity, is responsible for protecting and fostering the quality of life within the housing areas. This policy letter authorizes the Area and Building Coordinators to act as representatives of the Commander to ensure that sponsors and their family members comply with community and regulatory standards of conduct while occupying Government quarters.

g. Sponsors appointed by the housing chain of command will not simultaneously occupy more than one position. Personnel with less than 12 months left in the command will not be appointed as coordinators.

h. Specific duties and responsibilities of the coordinators and residents of Government-controlled family housing are defined in this memorandum.

5. RESPONSIBILITIES:

a. DPW. The DPW is responsible for promoting the general welfare, morale, safety, security, sanitation, and cleanup, while maintaining good order and discipline in the housing areas. The DPW has the authority to:

(1) Recommend Area and Building Coordinators.

(2) Inform coordinators of disciplinary policies and procedures.

(3) Resolve matters pertaining to violations of regulations, destruction of Government property and general lack of cooperation by occupants of family housing.

(4) Request advanced return of family members to the Continental United States (CONUS), if deemed necessary, when family members become involved in incidents which are embarrassing to the United States Government; are prejudicial to the health, order, morale, and discipline in the command; or create conditions adverse to the safety of the community.

b. Area Coordinators. The Area Coordinator is responsible for the following:

(1) Coordinate with the Housing Office to address issues such as maintenance, repair and improvement projects.

(2) Monitor area security, safety and sanitation to provide a harmonious living environment in the housing area.

(3) Supervise the Building Coordinators to ensure that they are fulfilling their responsibilities.

(4) Make recommendations to the DPW for area improvements and disciplinary actions on problem tenants.

(5) Attend town hall meetings.

c. Building Coordinators (BC's). Building Coordinators are responsible for the following:

(1) Contact the Area Coordinator within two days of assuming duties.

(2) Assist the Area Coordinator in maintaining a safe, secure, harmonious, and cooperative environment within their buildings.

(3) Post housing chain of command and general resident information on common area bulletin boards.

(4) Inspect building to ensure areas remain clean, safe and in good repair. Report deficiencies to Mayor and/or maintenance contractor who is responsible for ensuring buildings remain in good repair.

(5) Coordinates activities of occupants in programs aimed at improving living conditions.

(6) Familiarizes new family sponsors with regulations and policies governing living in Government housing.

(7) Act as the building fire marshal. Responsible for preparing and posting building fire plan emergency numbers on building bulletin boards, if applicable. Upon receipt of orders, newly appointed BC's must report to the Yongsan Fire Department within seven days to receive a briefing on specific fire marshal duties.

(8) Act as a liaison between tenants and the chain of command and represent tenant interests by attending all town hall meetings.

(9) Assist Housing Division in maintenance, repair and improvement projects.

e. Sponsor.

(1) Sponsors are responsible for caring for Government quarters and property as any prudent homeowner would. They must maintain assigned property in a clean, orderly, and proper condition. Sponsors must cooperate with other residents to maintain sanitary, safe, secure and desirable living conditions.

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(2) Sponsors will take every reasonable action to prevent damage to Government property.

(3) Quarters are for use by the sponsor and his/her immediate family and bona fide guests. Quarters will not be used as business premises except those services approved by the Commander, Area II Support Activity, ATTN: EANC-SA-FMD.

(4) Sponsors must immediately report to the Housing Division any circumstances which may change their eligibility for quarters (e.g., early return of family member(s), occasions when family member(s) no longer reside with sponsor or vice versa, absences of family member(s) in excess of 90 days). The sponsor will terminate Government quarters within 30 days of divorce or separation if the sponsor no longer qualifies for Government quarters.

(5) Residents must conserve utilities by turning off unnecessary lights and appliances.

6. Point of contact is Chief, Family Housing Branch, 738-3211.

A handwritten signature in dark ink, appearing to read 'Ronald C. Stephens', is positioned above the printed name.

RONALD C. STEPHENS
COL, SC
Commanding

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